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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 8 October 1957

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 41, 1 October - 8 October 1957

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1. Budget & Finance Procedures #5 started on 7 October with an enrollment of [ ]

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2. [ ] discussed Case Officer-Agent relationships with [ ] of NEA. The purpose of the discussion was to round out certain portions of the handbook for Case Officers now in preparation.

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3. [ ] Office of Logistics, reviewed with [ ] the chart sketches preparatory to drawing the charts for use in Pay and Allowances instructions. Mutual agreement concerning these particular training aids has been reached.

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4. [ ] visited Records Integration to have them review the dispatch practice problems which are going to be used in Operations Support. The dispatches were reviewed by the Supervisor of the Dispatch and Pouch Section and various members of the Analysis Section.

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5. Every three months the Office of Security has a half day session for their clerical personnel. This includes briefing on the work for which they are responsible and suggestions which might aid them in the performance of their duties. As a result of comments which have reached [ ] of Security, he has requested that we participate in this briefing on 10 October 1957 by presenting a skit based on the one given in Administrative Procedures.

6. During the past week the film "The Third Key" was reviewed by the staff. Although an excellent film, there was little in it that would be applicable to our needs.



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